



Responsible Vendor Program

Training Requirements

1. Before selling alcohol, employees must:

- Read and understand In-house policies on alcohol sales, and
- Receive training on:
 - ✓ Recognizing minors and apparently intoxicated persons (AIPs)
 - ✓ Legal Identification (ID) for buying alcohol
 - ✓ How to properly check and recognize false ID
 - ✓ Checking ID in accordance with house policies
 - ✓ Methods for refusing sales of alcohol to minors and AIP.
 - ✓ Consequences of selling alcohol to minors and AIPs

2. At least, ONCE EVERY YEAR employees must:

- Complete training that covers the subjects listed above under item number 1 above.

3. RECORD KEEPING – Licensees must keep:

- Copies of the signed and dated employee training records for item number 1 above
- A record of continuing training including the date, the names of the employees who participated, and a summary of the training
- Copies of the signed and dated house policies that each employee must read

4. POST IN-HOUSE SIGNS in your business:

- Acceptable forms of ID
- Legal age to purchase alcohol or tobacco
- House policy on handling alcohol sales